

STATINTL

NAME

OFFICE :

DDA / ISAS

ADMINISTRATION DIRECTORATE REVIEW: TRENDS AND HIGHLIGHTS

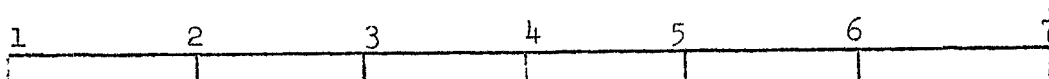
Evaluation

In order to enhance the usefulness of the Trends and Highlights Course to you and future participants, a continuing process of evaluation is necessary. We ask your cooperation in assisting us in keeping the course responsive to the needs of the participants.

COURSE OBJECTIVE

The objective of the course is to update Deputy Director for Administration careerists' knowledge and understanding of current activities, problems and trends in the Directorate and its various offices.

- A. Please indicate on this numerical scale how well in your estimation, the course has met its objective. (Number 1 is the lowest, number 7 is the highest.)



- B. What was the most useful segment of the program to you in your present assignment? The least useful? Please describe how you see the program benefiting you.

- (1) Managing the Agency's Records
- (2) Communications
- (3) Managing records was a benefit to me because I work with records. A lot of facts were brought forth that I didn't realize, also there were some solutions to the problems of the future that I had wondered about.

(See Reverse Side)

- C. Did you feel the session on the Administration Directorate/
Management & Advisory Group (AD/MAG) was beneficial? Why?

yes, I did feel that this was beneficial
group in helping to manage and organize
the different Directorates to create an even
better agency.

- D. Other Comments:

I enjoyed this class very much, many
things about the agency were brought forth that
amazed me.